



Circulation of Materials Policy

Authority: Library Advisory Board

**Update history: Newberg Library Advisory Board Approved October 18, 2007,
Revised March 20, 2008, Revised August 16, 2018**

Library books and other materials, except certain reference materials and periodicals, shall be available for checkout, for reasonable periods of time consistent with the needs of the community and the library, to all patrons holding valid cards entitling them to borrowing privileges and who are not delinquent. The staff will designate those reference materials and periodicals which may not be circulated. The above items may be borrowed by any registered patron of the Chemeketa Cooperative Regional Library System (CCRLS) and will be loaned to other libraries through CCRLS designated processes. Materials made available through CCRLS or other Library agencies are subject to rules, regulations and charges of those agencies.

Inter-Library Loan of materials from outside the CCRLS system will be loaned according the rules of the owning library.

The Chemeketa Cooperative Regional Library System (CCRLS) maintains and operates the automated circulation system for the library and the member libraries of CCRLS determine policies for its operation. Circulation policies of CCRLS supersede policies stated below unless specifically determined by the Newberg Public Library.

A valid borrower's card should be presented each time Library materials are borrowed. See the Policy on Library Cards for descriptions of library cards.

Due Dates

Due dates are determined by the CCRLS codes for each item. Most items check out for three weeks, however a number of items checkout for just one week.

Renewals

Patrons may renew items in person, online, or by telephone. If the item being renewed is on reserve for another patron, the item may not be renewed. The CCRLS automation system will designate whether a specific item is eligible for renewal.

Patrons who renew items by telephone need to have their library card number available and renewals are subject to the above rules.

Overdue Materials

In order to encourage materials to be returned in a timely fashion and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, overdue charges, fees and other charges shall be imposed for late or damaged material. They shall be designated on the Fee Schedule or by the Library Director if the Fee Schedule does not address a specific situation.

Any person who owes \$25 or more is considered "delinquent" and is not entitled to borrow materials while in a delinquent status; however, no other family member should have such privileges restricted because of the delinquent member of the family.

The receipt placed in each item serves as first due date notice to the patron. Overdue notices are sent via e-mail, telephone, text or mail with a final billing notice sent via mail at the intervals designated by CCRLS. Patrons may be sent to the library materials recovery agency per CCRLS policy when overdue materials or fines exceed policy limits. Patrons under 18, schools or non-profit agencies will not be sent to collections. Patrons sent to collections will have a fee per incident charged to their account as per CCRLS policy.

Damaged or Lost Materials

Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on his or her card. Lost items should be reported immediately to avoid additional overdue charges. Charges will be made for replacing or repairing lost or damaged materials in accordance with the Fee Schedule.

Lost materials

The price of the item plus a fee of \$5 will be charged for lost materials. If the item is returned within 6 months after a charge for the lost item has been paid, the library may accept the item and refund the amount previously paid, minus the \$5.00 fee or any charge for damages. Items returned after 6 months will not be refunded, except for special circumstances approved by the Library Director.